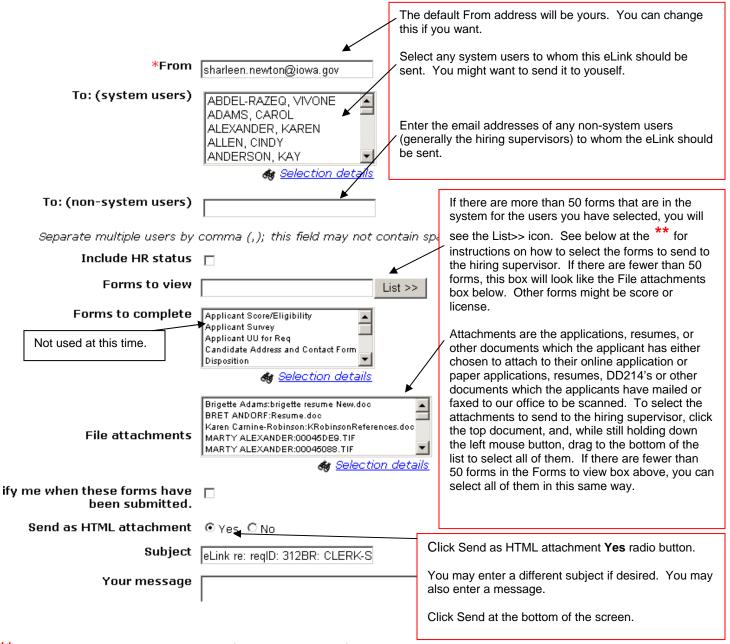
## **eLinking Applicant Information to a Hiring Supervisor**

After some bit of testing, we have found that a good way to get applicant information to hiring supervisor is using the BrassRing eLink feature. This will provide an electronic link into BrassRing for all applicants referred for a vacancy. This feature works most consistently when fewer than 25 applicants are selected. This is due to the size of the files and the amount of time needed to create the file for emailing. Some users have been able to eLink larger numbers, say up to 50 but others have been limited to only 15 or 20. It may depend on your connection, network, PC speed, time of day etc. Just do some experimenting to see what works for you.

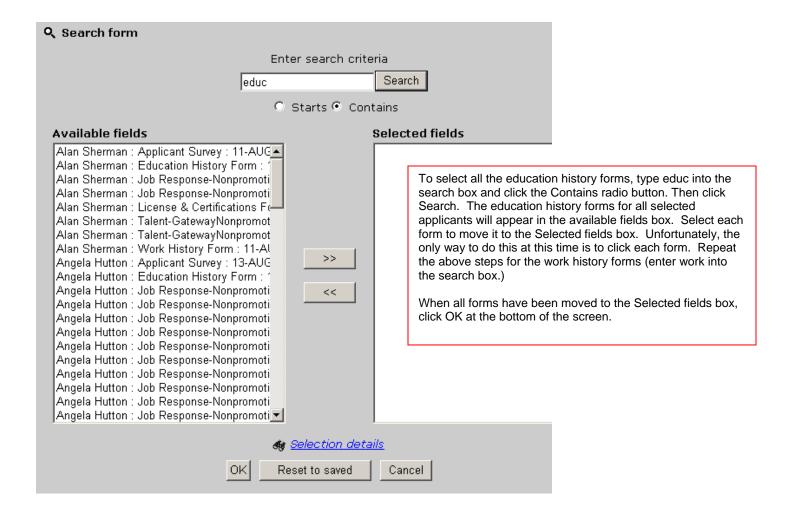
Here are the instructions on how to eLink applicant information to your supervisors:

Select up to 25 applicants at a time from the req folder (click the box by their name). Click eLink.





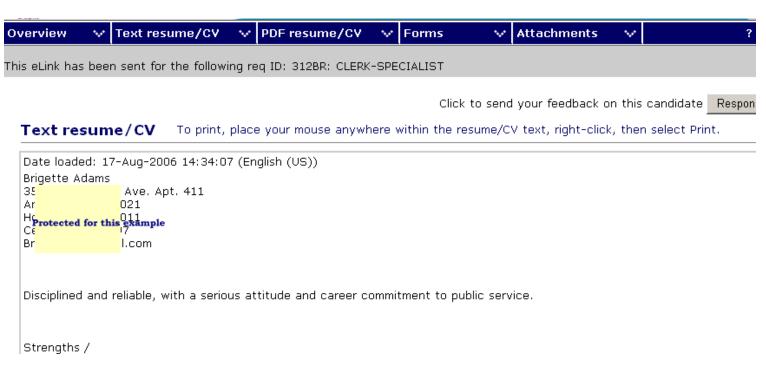
\*\* When there are more than 50 forms available for the applicants you selected, you will see a link that says List>>. When that appears, click the link to see the following page. You will then have the opportunity to select the forms to be available for the hiring supervisor. The forms generally of value to the supervisor are the **education history form**s and the **work history form**. Click the List>> link to see the following:



The supervisor will receive an email which contains an attachment with the names of the applicants selected from the Req. If there are more than 25, the supervisor will receive multiple emails. Each name will be a link to that applicant's information. The name will initially be blue. When the link has been viewed by the supervisor, it will become red.



When the supervisor clicks on a name, the following screen will appear which will contain all the selected information in BrassRing for that applicant. The links in the dark blue header bar at the top of the screen are explained below.



**Overview**: Contains the applicant's contact information. If the applicant has an email address, it will appear below the address.

**Text resume/CV**: The resume as it was uploaded into BrassRing. Applicants are instructed not to use special formatting on their uploaded resumes. If they do, the formatting on their online resume may not be ideal. This resume and cover letter will be the

most recent document submitted by the applicant. It may actually be for a job other than yours if the applicant has applied for multiple jobs. Your PA will have access to all cover letters submitted by the applicant.

**PDF resume/CV**. If this option is available, it generally produces a better formatted version of the resume and is better for printing.

Forms: This link will include the online forms selected at the time the eLink was created. At a minimum, it should contain any online work history and education history forms completed by the applicant. Please note that some applicants will not complete the online forms if their resumes are complete. In addition to these forms, you may also see the Job Response forms for the specific vacancy if the PA chose to include them. Another form in the system is the Applicant Score/Eligibility form which includes Correctional Officer test scores, typing test scores, and Vets points. There is also a License/Certification form which some applicants may complete if they have a license or certification required for the jobs for which they apply.

**Attachments**: If an applicant has not applied online but has instead sent or faxed a paper application and/or resume to DAS HRE, the document will have been scanned and connected to the applicant record as an attachment. If you see the Attachment link available for an eLinked applicant, there will be one or more attachments. If the Attachment link does not appear for an eLinked applicant, there are no attachments available for that applicant.